

Completing a Journal Edit

After a JE is created it must be edited and budget checked before it can be posted to the General Ledger. The Journal Edit process will edit and budget check the JE.

1. Open the desired JE (if not already open) that you wish to edit.
Note: If not immediately running a Journal Edit and Budget Check after creating a JE, you must search for and open it to run the Journal Edit. (See **Searching for a JE** simulation and/or Instruction Guide for details on this process).

The Journal Edit process:

- Validates ChartField information based on Combination Edit rules
- Confirms that debits do equal credits
- Verifies the JE is balanced by fund, department, source of funds and project

2. Verify **Edit Journal** appears in the Process drop down field. (If not, click the **Process** drop down field and choose **Edit Journal** from the list).
3. Click the **Process** button.

A screenshot showing a dropdown menu with 'Edit Journal' selected and a yellow 'Process' button next to it.

4. Once the **Journal Status** and **Budget Status** columns indicate '**V**' (**Valid**), the Journal Edit and Budget check are successful and the JE is ready for posting to the General Ledger by the Core Offices.

Journal Status	Budget Status
V	V

5. If there are errors in the journal editing process, an '**E**' will appear in the Journal Status column.

Journal Status	Budget Status
E	N

6. Click the **E** link in the Journal Status column.
7. Note the indicated error and correct.

Common Journal Errors:

Error: Journal Not Balanced

Correction – Check Amount field values and confirm debits equal credits

Error: Combo Edit References – Incorrect Combination of Fund and Account

Correction – Change Fund and/or Account field values as required

Error: Combo Edit References – Incorrect Combination of Program and Fund

Correction – Change Fund and/or Program field values as required

Error: Missing Department, Fund, Program, Budget Reference or any combination of these fields

Correction – Find and add missing ChartField

Error: Missing or Wrong Source of Fund

Correction – Add correct Source of Fund value for funds 171, 201, 209, 213 and 214

8. After correcting journal error, run **Journal Edit** again.

9. Once **V - V** appears in the **Journal** and **Budget Status** columns, the JE has been corrected, passed Journal Edit and Budget Check and is now ready for review and posting by the Core Offices.

Note: if JE doesn't pass Budget Edit, review and correct budget errors as needed (see **Completing a Budget Check** simulation and/or Instruction Guide for details on this process).

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Any other issues, contact the General Accounting Department:
392-1326
gahelp@ad.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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